

**Indiana Department of Workforce Development  
Commission on Vocational and Technical  
Education  
Document 02-02**

**MINUTES**

**INDIANA COMMISSION ON VOCATIONAL AND TECHNICAL EDUCATION**

**Indiana Government Center South  
Conference Room 2  
302 West Washington Street  
Indianapolis, Indiana**

**March 15, 2002**

Minute No. 13

Call to Order – Item I – In the absence of Chair Brown, Commission member Dan Theobald called the meeting of the Indiana Commission on Vocational and Technical Education to order at 10:10 a.m.

Minute No. 14

Pledge of Allegiance – Item II – Acting Chair Theobald led the Commission members and the audience in the Pledge of Allegiance to the flag.

Minute No. 15

Roll Call and Determination of a Quorum – Item III. – Acting Chair Theobald declared a quorum present. Commission members Dan Theobald, Ken Pierce, Paul Hernandez, Steven Pitts, Michael Belwood, and John Patterson were in attendance. Commission members Andrew Brown, Marnia Kennon, John Egger, Susan Stauffer, and Larry Ferguson were not in attendance.

Minute No. 16

Discussion Item – Item IV. - Consideration of January 18, 2002 Minutes, Document 02-01

Commission Member Patterson moved the Minutes of the January 18, 2002 Meeting Document 02-01 be approved. Seconded by Commission Member Belwood; unanimously carried. (Copy filed with official Minutes.)

Minute No. 17

Discussion Item – Item V. – State Director's Report

Terry Fields, State Director, stated he would update the Commission on various items later in the Commission meeting.

Mr. Fields stated Commission member Stauffer has had major health problems, but is progressing and is looking forward to attending future meetings when she has recovered.

Minute No. 18

Discussion Item – Item VI. – Old Business

There was no old business to come before the Commission.

Minute No. 19

Discussion Item – Item VII. – New Business

There was no new business to come before the Commission.

Minute No. 20

Discussion Item – Item VIII.A. – Secondary Performance Measures

Mr. Fields stated Secondary Performance Measures only will be discussed at this meeting since Technical Education staff are responsible for collecting secondary data for the annual report. To assist secondary institutions in utilizing their information correctly, training on IN TERS will be held for secondary operators starting with a session the first week of April. A discussion session will be held at the May 17, 2002 Commission meeting to discuss postsecondary performance measures. An individual from the Commission on Higher Education (CHE) will be on hand at this meeting for questions and/or concerns.

Mr. Fields introduced Rosie Smith, Technical Education Specialist, to report to the Commission on the secondary performance measures. Ms. Smith reported individual vocational district reports were completed to show how each district faired with the agreed upon Performance Indicators. A summary of this information was shared with the Commission members. (Copy filed with official Minutes.) The individual district reports were shared with the Indiana Association of Career and Technical Education Administrators (IACTEA) at the spring conference on March 7, 2002. The focus for Technical Education staff this year will be on training IN TERS operators and directors in collecting data. New reports added to the IN TERS system will allow the area vocational districts to monitor their progress in meeting the new agreed upon performance measures. Commission member Pierce stated he was in attendance at the IACTEA conference and Ms. Smith and Mr. Deaton did an excellent job in reporting the individual district information.

Minute No. 21

Discussion Item – Item VIII.B. – Federal Incentive Grants

Mr. Fields stated the Department of Workforce Development has not received any information on the amount of funds available to states for incentive grants. The eligible states and the amount of the incentive grant will be posted in the Federal Register. DWD staff was looking at the possibility of making some of the incentive monies available to Area Vocational Districts that meet or exceed the performance measures. Commission member Belwood suggested distributing some of the incentive monies to Area Vocational Districts to assist them in improving the collection of data. Mr. Fields stated it would be up to the Commission to make a motion to do so. Commission member Belwood made the motion to distribute some of the incentive monies to Area Vocational Districts not meeting or exceeding the performance measures. Seconded by Commission member Patterson; unanimously carried.

**Action: To distribute a sum of the incentive money to Area Vocational Districts that did not meet or exceeded the performance measures as well as the Area Vocational Districts that did meet or exceed the performance measures.**

Minute No. 22

Discussion Item – Item VIII.C. – CTA Update

Mr. Fields introduced Chris Deaton, Technical Education Specialist to update the Commission on the CTA database report that appears on the DWD website. (Copy filed with official Minutes.) Mr. Deaton demonstrated a power point presentation to the Commission. (Copy filed with official Minutes.) The CTA database reports are updated on the internet on the first of every month. The web address for these reports is <http://www.in.gov/dwd/teched/wpp/cta/index.html>. To access a report for a certain Workforce Service Region, the individual may either choose the region number, or, may choose the region from the map. Due to population changes, Workforce Service Region 4 was combined with Workforce Service Region 5. The reports available are: 1) Total Assessments by Occupational Area; 2) Individual County by Level; 3) Individuals by Region; and 4) CTA Statistics by Region. For any additional reports, individuals may contact Mr. Deaton at (317) 233-6697. Discussion on the CTA database reports followed.

Minute No. 23

Discussion Item – Item VIII.D. – Awards for Excellence

Mr. Fields thanked all Commission members that attended the Awards for Excellence Ceremony. Mr. Fields introduced Rosie Smith to update the Commission on the Awards for Excellence.

Ms. Smith stated Governor Frank O'Bannon proclaimed the week of February 10-15, 2002 as Education Week in Indiana. On Tuesday, February 12, the 18<sup>th</sup> Annual Awards for Excellence Ceremony was held at 1:30 p.m. at the Murat Shrine Temple in the Arabian Room. Peggy O'Malley, Deputy Commissioner, Department of Workforce Development was the luncheon emcee. Dr. Sue Ellen Reed, State Superintendent, Public Instruction and Mr. Stan Jones, Commissioner, Commission for Higher Education were the luncheon speakers with the Vincennes University percussion ensemble providing the entertainment. The luncheon was held at 11:30 a.m. with the reception following the ceremony. Peggy O'Malley was the mistress of ceremony and Diane Willis, former anchor woman for WRTV Channel 6 presented the awards. Andrew Brown, Chairman of the Indiana Commission on Vocational and Technical Education and Peggy O'Malley, assisted Ms. Willis. There were ten secondary awardees and ten postsecondary awardees. One secondary program award, two postsecondary program awards, and two partnership awards were given. Over 165 individuals attended the Awards for Excellence luncheon with approximately 225 individuals attending the ceremony. Legislature Representative Ron Herrell, Kokomo; Senator Marvin Riegsecker, Goshen; and Representative Dean Mock, Elkhart attended and had pictures taken of themselves with awardees from their district. Commission members attending were: Chair, Andrew Brown, Commission members Paul Hernandez, Marnia Kennon, John Patterson, and Ken Pierce. The food demonstration this year featured desserts provided by Vincennes University Culinary Arts Department. The advisory committee for the Awards for Excellence will meet next week to debrief and to set goals and ideas for the 19<sup>th</sup> Annual Awards for Excellence. Discussion on the Awards for Excellence followed.

Minute No. 24

Discussion Item – VIII.E. - State Legislation

Mr. Fields reported on House Bill 1099. This bill would establish more local control over vocational program approval. Governor Frank O'Bannon did approve this bill. Department of Education will establish a list of approved programs.

Mr. Fields updated the Commission on the Secondary Vocational Program Categories using long term projections. (Copy filed with official Minutes.) It is the responsibility of the Department of Workforce Development staff to provide the Department of Education with demand and wage information on secondary vocational programs across the state by December 1. The Department of Education will share this information with superintendents for the 2001-2002 and 2002-2003 school years. Mr. Fields stated the 4<sup>th</sup> Edition of the Career Cluster Guide was completed. DWD staff will present this at the next Commission meeting. Discussion on the Secondary Vocational Program Categories followed.

Minute No. 25

Discussion Item – VIII.F. – Other

Mr. Fields stated the May 17, 2002 Commission meeting will be held at Ben Davis High School. There will be a discussion meeting held prior to the Commission meeting. The discussion meeting will focus on postsecondary data and performance measures. There will also be a tour of the Vocational Technical Education area. Ben Davis culinary arts will provide the luncheon for this meeting. Commission members planning to attend the lunch were asked to inform Melissa Wafford.

Minute No. 26

Scheduled Meetings – Item IX

The date for the next Commission Meeting was reviewed.

Minute No. 27

Adjournment – Item X

There being no further business to come before the Commission, Acting Chair Theobald adjourned the meeting at 11:00 a.m.

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(Date)

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Andrew Brown, Chair

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Dan Theobald, Secretary